

Retention and Classification Report

Agency: Carbon County (Utah). Building Department (1766)

Carbon County Courthouse
Price, UT 84501

Records Officer

84956 Building permit files

AGENCY: Carbon County (Utah). Building Department

SERIES: 84956

3

TITLE: Building permit files

DATES: 1988-

ARRANGEMENT: Alphabetical by permit applicant's name

DESCRIPTION:

These permits are issued as official building authorization for a variety of actions (construction, demolition, the installation of plumbing, electrical or mechanical equipment and the placement of barricades). They contain inspection requests, inspection reports, certificates of occupancy and any pertinent information relating to the project. They may also contain water source, sewer system, flood plain, and tank certificates.

RETENTION:

Retain until microfilmed.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 21, Item 3.

AUTHORIZED: 08/18/1989

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Microfiche master: Retain in State Archives permanently.

Microfiche duplicate: Retain in Office permanently.

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(continued)

Digital image: Retain in Office permanently.

APPRAISAL:

Administrative

Disposition based on value of records reflecting permits issued by the Building Department with associated inspection reports and clearances.

PRIMARY CLASSIFICATION:

Public